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19 August 1959

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MEMORANDUM FOR: Comptroller

SUBJECT: Reallocation of Positions

REFERENCE: Memorandum from Near East and South Asia Division to  
Salary and Wage Division dated 31 July 1959

1. Prior to developing the duties and responsibilities for the proposed reallocation of the GS-9 position to a GS-12 position for the [REDACTED] it is believed that certain points should be clarified by the SF Career Service Board.

a. The present top support position in [REDACTED] is currently a dual position, i.e., Administrative-Finance Officer GS-13 and is incumbented by a SF GS-13. Does this mean that at the end of the present incumbent's tour the SF Career Board will have a surplus GS-13? It would appear that the proposal, if accepted, will work to the advantage of the Administrative Career Board and disadvantage of the SF Career Board.

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b. Should the proposal as submitted be approved, the SF Career Board would be required to come up with three points. Where will these points come from? This Office, at this time, cannot see how it could be in a position to give up three points.

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c. The second paragraph implies that the [REDACTED] does not have a "well-rounded certifying officer". The present incumbent of the top support position is a certifying officer and the selection for the dual position, Administrative-Finance Officer, required that such incumbent be well-rounded in all phases of support activities. Therefore, it is the opinion of the undersigned that this statement is misleading.

2. This Office would like to submit the following suggestion for consideration:

a. In lieu of having a GS-13 Administrative Officer devoting most of his time to general support activities other than the finance, it is believed that by assigning a GS-7 or -9 person for general duties to assist the

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Administrative-Finance Officer in carrying on the detailed work would be more appropriate. The type of GS-7 or -9 to be assigned would be selected on the nature of workload, i.e., logistics, personnel.

25X1A6a 3. The tour for the present incumbent of the GS-9 position in [REDACTED] will be completed in October of this year. This office nominated to the Division a candidate several weeks ago. However, Mr. [REDACTED] indicated he was going to submit the attached proposal and it would not be necessary to fill the GS-9 position. No further action has been taken to fill the GS-9 position.

25X1A9a 4. This Office will initiate action to rewrite the duties and responsibilities for the proposed GS-11 position for [REDACTED] / [REDACTED] location.

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Deputy Chief, Finance Division

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Attachment:

Memo to Salary and Wage Division,  
Office of Personnel

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